

NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN

No.: 00-405

TO:	All Food Distribution Agencies	ISSUE DATE: March 2000
FROM:	Commodity Distribution Unit, Food Distribution Program	
ATTENTION:	Food Service Directors	
SUBJECT:	Inventory Management Guidelines for United States Department of Agriculture (USDA) Commodities	

This management bulletin transmits information regarding the importance of stock rotation for USDA commodities. Stock rotation assists in maintaining optimal product freshness and nutrient content of commodities. The "First In, First Out" (FIFO) rotation method is required for all types of storage areas. Following are FIFO procedures:

- Ensure that all items received have a pack date.
- Write the date received on the case when a pack date is missing.
- Label individual items that have been removed from their original case with the receipt date.
- Place incoming supplies behind older products to ensure that older supplies will be used first.
- Store opened items in tightly covered labeled and dated containers.
- Use opened items first.

If you have any questions regarding this management bulletin, please contact: Amy Bell, R.D., Child Nutrition Consultant for Southern California at (916) 322-5051, (800) 952-5609, or abell@cde.ca.gov; Carol Guenther-Wilson, Child Nutrition Consultant for Northern California at (916) 324-9875, (800) 952-5609, or cguenthe@cde.ca.gov.

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References:

Serving it Safe: A Manager's Tool. United States Department of Agriculture, 1996.
<http://www.fsis.usda.gov/oa/pubs/aptherm.htm>
<http://www.foodsafety.org>
<http://www-nshpts.med.navy.mil/corres/food/manual/section5.htm>

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Delaine Eastin - Superintendent of Public Instruction